



MINUTES

TOWN OF NORTON

Norton Housing Authority

Town Clerk Date/ Time Stamp

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2020 MAR 16 P 1:48

Meeting Date: January 21, 2020 Time: 4:37 PM

Meeting Location: Norton Housing Authority, 120 West Main Street, Norton, MA
Woodland Meadows Community Room

Members & Staff Present: Robert Salvo, Ralph Stefanelli, Marlu Briggs,

Members Not Present: Michael Young

The meeting was called to order at 4:30 PM and adjourned at 5:18 PM

12/17/2019 Minutes from the December 17, 2019, meeting was reviewed & approved as written. Motion by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for December 2019 was reviewed and approved as presented. Motion made to accept the months Treasurer's Reports by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

Quarterly reports for the first quarter FY 2020 were reviewed and approved as presented. Motion made to accept the quarterly reports was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 33 hours during the month of December.

W/D Account: For the month of December there was no coin deposit. The debit card was used to put a deposit on blinds for the community room. A motion was made to approve this purchase with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

MassNAHRO No offerings are available at this time.

Work Orders: Were reviewed by the board without comment.

Monthly Checks: Accounts payable register for the month of December were reviewed and approved as presented, with five checks in excess of \$10,000.00 during December to Vareika Const. Req 2 \$157,369.29; Norton W/S Inv. 2 \$152,553.00; Mike's Construction JW Kitchens \$28,804.00; Vareika Const. Req 3 \$158,892.06, with a motion made by Mr. Young seconded by Mr. Stefanelli, all in favor 3-0.

Board: Next meeting date February 18, 2020. ED's Vacation schedule during February was also reviewed.

CIP Project Update: was reviewed with no comment from the board.

Low Flow Toilet Project: The board reviewed the contract and seemed pleased the job was complete. A motion was made to release final payment to the contractor upon presentation of an invoice for this work by Ms. Briggs, seconded by Mr. Stefanelli; All in favor 3-0.

Alternative Energy Credits: The board reviewed my notes and the AEC Purchase Agreement from Hampshire Power. Pending approval on the Purchase Agreement from DHCD, the board made a motion to approve Hampshire Power's AEC Purchase Agreement with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

Technical Assistance Grant: I advised the board I have 2 meetings scheduled in January to assist with drafting the RFP; one with our consultant, Maura Tsongas and one with Town representatives.

HILAPP Update: We went over the notes from our 1/14/2020 construction meeting: Flooring has been selected; widening of the doors in the ADA conversion units will require significant work to include a larger footing; ADA conversion units did not plan for a light in the pantry closets, so one will be added in; window installation should begin in early February.

Sewer Project Update: Steve Pedersen updated us: the pump station work will begin soon. They're currently working on purchasing sheeting material for the wet well and plan to start in January.

Formula Funding Award FY 2023: The board reviewed the FF award for 2023 with no comment.

Reasonable Accommodation Policy: The board reviewed policy, as did our pilot attorney Patricia Grace. The board made a motion to approve the policy with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

PMR Audit: We were audited for FY 10/1/2018–9/30/2019; did very well. The full report will be available to the board at our February board meeting.

AUP Audit: Report for this audit was enclosed in the packet and we did well with no findings in any category. Motion to accept this report was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

List of Documents and Other Exhibits used at Meeting:

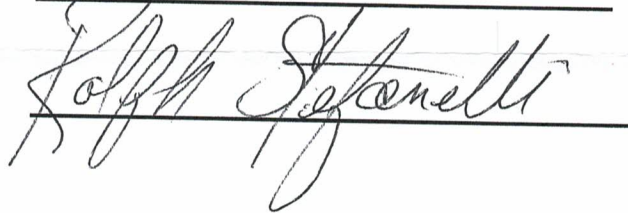
- Minutes, Treasurers Report and Year End Reports, Budgets
- All payments, agreements, documentation & policies

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

Andrea Downey

A handwritten signature in cursive script, appearing to read "Ralph Stefanelli", is written over a horizontal line. The signature is fluid and stylized, with the first letter of each word being capitalized and prominent.